

BANNER STUDENT SECURITY ACCESS REQUEST FORM REGISTRAR

- This form is to be completed by the applicant and supervisor. It has five (5) sections; all information is required.
- Submit the completed form to the Registrar's Office in-person or via fax 973-802-1854.
- The Banner Security Administrator will assign the necessary security classes once a Banner account has been set up and the required approvals have been given.
- You will be informed via e-mail by the Banner Security Administrator once your request has been completed. Contact cole@njit.edu for status of request.
- Review Banner training materials.

SECTION 1: Employee Profile (Required)

Last, First Name	Title	Department
Employee Email	Phone	UCID

Do you already have a Banner Account? Yes ___ No ___

SECTION 2: Complete the following section by indicating the level of security sought for each module. Mark the white spaces with an "x" to select the level of access.

Module	Indicate areas of responsibility	Registrar Use Only (Query / Update)	Registrar Use Only (Approved/Not Approved)	Registrar Use Only (Comments)
Academic History				
Athletics				
Comments				
EOP				
Faculty Assignments				
Health Services				
Holds				
Permits				
Schedule				
Self-Service Advisor				
Self-Service Faculty Only				

SECTION 3:

SIS Value Based Security Information (Completed by Registrar for Fine-Grained Access)

Home School: _____ Dept: _____

Authorized Colleges: _____

Authorized Departments: _____

Authorized Majors: _____

SECTION 4:

STATEMENT OF UNDERSTANDING OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Employee Signature

I understand that by virtue of my employment with the New Jersey Institute of Technology, I may have access to records which contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974. I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person, could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates NJIT's Data Access policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

X

Date

SECTION 5:

Supervisor/Authorizer's Signature

I authorize employee for the profile listed in the attached document. I understand it is my responsibility to immediately notify Banner Security (UIS) if employee terminates his/her employment or a change in his/her duties requires a security profile adjustment.

X

Date

Printed Name

Email

Title

Signature below will be required by the Banner Security Officer before processing the Access Request Form.

Registrar Office Signature

Date